

# Getting Started Checklist for IC<sup>3</sup> Authorized Centers

## 1. Complete the Authorized Center Application online

- Go to [www.certiport.com/iQcenters/becomeAnIQcenter/](http://www.certiport.com/iQcenters/becomeAnIQcenter/).
- Select "IC<sup>3</sup>" as the program.
- Click on "Okay" for the Certiport approval pop-up message and click on "Next".
- Select your channel (Academic, Commercial, or Government) and click on "Next".
- Fill in the required fields of the application.
- Review and accept the Certiport Center Contract and IC<sup>3</sup> Program Addendum.
- You will receive an email from Certiport that informs you of your application status and provides instructions on downloading the Testing System Software.

## 2. Install the Testing System Software

- Download and install the Testing System Software as indicated in the installation instructions sent to you in the application status confirmation email.
- Certiport Customer Relations Representatives can assist you during this process. You may contact them at **888-222-7890**.

## 3. Purchase IC<sup>3</sup> exams

- Contact your IC<sup>3</sup> Regional Account Manager Chris Yandow at **888-999-9830 x 185** or [cyandow@certiport.com](mailto:cyandow@certiport.com) to purchase exams.

## 4. IC<sup>3</sup> Authorized Instructor

- Each IC<sup>3</sup> testing center is required to have at least one Authorized instructor on staff. Visit the following site for more details or contact your Regional Account Manager for information.  
[www.certiport.com/yourPersonalPath/IC3Certification/authorizedInstructor.asp](http://www.certiport.com/yourPersonalPath/IC3Certification/authorizedInstructor.asp)

## 5. Administer exams

- Provide exams to interested candidates.
- Candidates will receive their IC<sup>3</sup> Certificate in the mail within two weeks of successfully passing all three exams.

## Questions?

Contact your Regional Account Representative Chris Yandow at **888-999-9830 x 185** or [cyandow@certiport.com](mailto:cyandow@certiport.com) for any questions regarding the IC<sup>3</sup> program.